Director – Mississippi Department of Archives and History

Organization

The Mississippi Department of Archives and History (MDAH) was founded in 1902. A comprehensive historical agency, the department collects, preserves, and provides access to the archival resources of the state, administers museums and historic sites, operates the State Historic Preservation Office, and oversees statewide programs for government records management, archaeology, publications, and historic preservation grants.

MDAH is governed by a nine-member board of trustees and has 135 employees.

The department comprises four divisions—Administration, Archives and Records Services, Historic Preservation, and Museum. The department is headquartered in the state-of-the-art William F. Winter Archives and History Building, located at North and Amite streets in downtown Jackson.

The Administration Division is responsible for the overall management of the department. Within the division are the offices of finance, human resources, communication, property control and information technology support.

The Archives and Records Services Division is located in the William F. Winter Building and oversees the state archives, state and local government records management, and public reading rooms, where public records, personal documents, photographs, and other items from the collection are processed and made available free of charge to the public.

The Historic Preservation Division is located in the Charlotte Capers Archives and History Building. The division has a state-wide scope and provides grants and technical assistance from staff architectural historians and archaeologists for preservation projects and tax assistance, review of federal undertakings, and listings for the National Register of Historic Places trough the State Historic Preservation Office.

The Museum Division operates the Eudora Welty House, Manship House Museum, and Old Capitol Museum in Jackson and provides curatorial services for the Governor's Mansion. Sites outside the Jackson area include the Grand Village of the Natchez Indians in Natchez, Historic Jefferson College in Washington, and Winterville Mounds in Greenville. The division is overseeing the construction of two new museums and their exhibit designs: the Museum of Mississippi History and Mississippi Civil Rights Museum.

MISSION STATEMENT
The mission of the Mississippi Department of Archives and History is to collect, preserve, protect, research, and interpret the state's rich and diverse historic resources and to promote the appreciation and use of those resources.

CORE BELIEFS
Because the knowledge of history enriches life, MDAH believes that

- the resources we hold in public trust belong to the people and should be made accessible;
- the historical and cultural resources of the state, both public and private, should be protected;
- we must educate the public about Mississippi's history and the value of preserving our historical and cultural resources;
- we must perform our duties with integrity, openness, and respect for all people and cultures;
- we must provide quality service and maintain a standard of excellence.

Position Summary

The position serves as the director of the Mississippi Department of Archives and History (MDAH) and reports to the Board of Trustees. The director is appointed to a six-year term. However, since the current director was appointed in April 2010, the new director will serve out his unexpired term which ends April 25, 2016.

The position serves as secretary of the Board of Trustees, State Historic Preservation Officer, and as State Historical Records Coordinator. The director administers the department's programs, represents the department publicly, manages a staff of approximately 135 employees, and prepares and administers a budget in excess of $15 million.

The director is responsible for the development, execution, and overall management of MDAH's strategic plan and the policies and goals approved by the Board. The overall responsibilities include leadership, management, fundraising, external relations, marketing, business planning, and operational, financial, and administrative oversight of MDAH.

Duties and Responsibilities

- Responsible for overall leadership of staff in the development and implementation of short and long range plans and policies and other activities including the strategic plan of the department as approved by the Board of Directors
- Responsible for the financial management of the department, including the development and implementation of the annual budget
- Responsible for serving as liaison with the state legislature for funding and programmatic authority and implementation

- Responsible for building and maintaining relationships with the legislature and other elected officials, other state agencies, other historical organizations, the media, and the general public.
- Serves as official representative – the public face – at all required functions and public gatherings where representation is required
- Responsible for providing information, advice and counsel to the Board in the creation of policies, programs and strategic direction of the department

The Ideal Candidate Will

- Demonstrate successful administrative experience in archival, historical, museum agency or related organization
- Demonstrate success in consensus building and working with elected officials
- Possess strong leadership and interpersonal skills
- Possess sound understanding of and personal commitment to professionally accepted historical agency principles and practices
- Demonstrate ability to work collegially with staff, board members, colleagues and visitors to foster an environment of trust, a willing exchange of information and a commitment to solving problems
- Demonstrate ability to motivate, delegate and follow through in a timely manner
- Demonstrate ability to maintain accountability in staff performance
- Possess strong written and verbal communication skills, including public speaking
- Be available to travel and to work evenings and weekends as required in the representative role of MDAH
- Observe and comply with MDAH's mission
- A related degree and specific interest in and knowledge of Mississippi History is preferred

Starting Salary

The salary range for this position, $94,380.00 - $122,694.00, is established by the Mississippi State Personnel Board. The MDAH Board of Trustees will set the salary within the established salary range.

To Apply

You may mail a letter of interest and resume to:

Mississippi Department of Archives and History
Attn: Director Search
PO Box 571
Jackson, MS 39205-0571

Or email to directorsearch@mdah.state.ms.us

The deadline for submitting resumes is July 7, 2014.